

File 1

**INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014**

The University Faculty Senate will meet at 3:30 pm., Thursday, October 17, 2013, Dede III

A G E N D A

- I. Administrative Report: President Bradley, Provost
- II. III. Chair Report, Steve
- III. IV. Support Staff Report—Karen Buchholz (READ FROM SCRIPT) EMAIL?
- V. SGA Report- Logan Valentine JACOBY WALDRON.
- VI. P/T Temporary Faculty Advocate Michelle Mohran

- VII. Approval of the Minutes of Sept 19th , 2013, **File 2 NH, EH**

- VIII. 15 minute Open Discussion

- IX. College of Technology Constitution, (Motion Needed) Randy Peters, **File 3a,b, and c.**
- X. College of Nursing, Health and Human Services,(Motion Needed) Yassenka Peterson, **File 4a and b**
- XI . Revision of Graduate Faculty Status,(Motion Needed) Jay Gatrell, **File 5a and b**

- XII. Quality of Life, University Community, Lindsay Eberman, **File 6a and b**

**INDIANA STATE UNIVERSITY
FACULTY SENATE, 2013-2014**

Thursday, October 17, 2013 3:30pm, Dede III

Members Attending: C. Ball, K. Berlin, L. Borrero, J. Conant, R. Guell, E. Hampton, M. Haque, T. Hawkins, M. Hopkins, B. Kilp, S. Lamb, K. Lee, R. Lugar, C. MacDonald, D. Malooley, S. McCaskey, M. Miller, A. Morales, C. Paterson, R. Peters, D. Richards, M. Schafer, R. Schneirov, V. Sheets, E. Strigas, C. Tucker, B. Yousif

Members Absent: A. Anderson, R. Fairchild, M. Harmon, C. Olsen, S. Buchanan, K. Yousif

Ex-Officios Present: D. Bradley, R. Williams, J. Gatrell, J. Murray, L. Maule, Y. Petersen, J. Turman, R. English, K. Hill-Clarke, G. Youngen, J. Waldron for L. Valentine

Ex-Officios Absent: M. Morahn

Visitors Present: M. Hutchins, J. Powers

Minutes

- 1) Administrative Report: President Bradley, Provost Williams
 - a) D. Bradley:
 - i) As I think everyone is aware, pay raises come in December for payment in your first check in January. The Health Benefits Committee has made recommendations which change premiums from a tiered system based on ISU salary to a subsidized system based on household income. One of the things we need to do is make sure that those who feel they qualify for a subsidy apply for one. The number of people who qualify for a subsidy is intended to be about the same number of people we currently have in tier one. We have received concerns regarding the impact on those who had been in the lower tier and we will be looking that that.
 - ii) Congratulations are in order. We are the only state institution that has had an increase in enrollment for the past three years.
 - iii) I also want to thank Virgil Sheets for agreeing to co-chair the task force. I know they will come up with some good ideas.
 - iv) We are making progress on capital projects; we have sold some bonds for the science lab. We also, last week, received approval for the track and field and Normal Hall projects. The downtown housing project is also making progress. These things will be on the agenda for the Budget Committee in November or December.
 - v) There has been some discussion about salary increases for adjuncts. We looked at the Handbook and it says that adjuncts should be getting raises. I urge everyone, deans and department chairpersons to follow the Handbook and provide them when they complete the hiring forms. Raises should begin at their next contract period.
 - vi) Please contribute to the United Way and take a leadership role as well. They helped our students a couple of weeks ago after the fire in the family housing unit and also help our students with experiential learning and community engagement. A small donation is also appreciated, but we also need to show our appreciation with our leadership.
 - b) R. Williams:

- i) With the pay raises, I have talked with the Deans and there will be a memo circulated as well; each year adjuncts should receive the same raise as regular faculty. That has been happening in some departments but not all of them.
 - ii) In the Graduate Dean search, 58 applicants have been narrowed down to 10, we will conduct airport interviews with them next week and have the finalists brought to campus on November 4 and November 11. I encourage everyone to get involved in the open forums; soon we will make an announcement for them.
 - iii) Thanks also to everyone who participated in Homecoming. There was a great turnout. An announcement for the Homecoming Spirit Award is coming soon.
- 2) Chair Report: Steve Lamb
 - a) Both the Administration and the Executive Committee appreciate Virgil Sheets for serving as chair. I also appreciate the Administration's willingness to re-examine the insurance rates. We have looked through the data provided by R. Guell. There are individuals that are very severely hurt. This is frequently the case when an individual and spouse are earning meager wages. The President was disturbed by the data and wants the situation to be re-examined.
 - b) Please do let us be leaders in our endorsement of United Way contributions.
- 3) Support Staff Report: Karen Buchholz
 - a) The Executive Committee discussed ISU's Quality of Life Initiative, "The Pathway to Success." Goal Six of this plan is "to take measures to enhance the University's ability to recruit and retain great faculty and staff... ." One of the goals is to enhance the quality of life for faculty and staff. There is a wide range of action items within this initiative, all of which are designed to create a supportive, welcoming work environment that provides the resources and tools necessary for faculty and staff to succeed. Access to a wide array of free Skillsoft Sycamore E-Learning modules should be helpful to our Staff. The hope is that, through learning a variety of new skills, employees in the lower income brackets will become qualified to advance on campus. Our greatest concern is for these employees and their households.
 - b) Because of this, we want to express our gratitude for the thoughtful concern the Faculty Senate is showing in your review of our collective insurance rates. We appreciate that you do not want to see anyone face any undue hardships. Thank you.
 - c) The Staff Council invites you to bring your children or grandchildren to its annual Halloween Costume Party. The party and indoor parade is filled with fun and excitement for the whole family. It will be held in Dede II and III on Thursday, October 24th from 6:00 pm to 8:00 pm. Adults are welcome to dress up and join in the fun as well. Please feel free to take one of these fliers as a reminder or to share with your department.
- 4) Student Government Association Report: J. Waldron for L. Valentine
 - a) We have had success with a food giveaway of sorts for students; they seem to prefer cocoa and cookies while talking about any problems they have. We have had an increase in the Forest members up to 796 from 176 at the end of last year. We were given \$60,000 for organizational funding, which will be distributed at \$30,000 each semester. Organizations who applied for the funding will receive it in the next week or two.
- 5) Part-Time/Temporary Faculty Advocate: Michelle Morahn (Absent)
 - a) R. Guell: I have been asked to read M. Morahn's report. Given what has just been announced, this might sound odd, but I was asked to read it so I will.
 - i) Without sounding like a broken record, once again raises were announced for regular faculty and staff without any mention of raises for temporary faculty. Each time this issue has been

raised, we have received the same response from the administration: “We are working on it.” While the administration continues to put us off, we still have to meet our financial obligations.

Given that our hours are being reduced, it is imperative that some adjustment be made in our salaries so we can continue teaching. Some of our best teachers may be lost because they simply can no longer afford to wait for long-term contracts which are continually discussed but never seem to materialize. The administration also has suggested that we can negotiate for higher wages, yet adjuncts should not be the only ones who have to negotiate when all other employee levels are treated as units. More importantly, what is the point of negotiation if funds are never earmarked for increasing temporary faculty salaries?

Again, the message sent to temporary faculty, many who have been teaching at ISU for over 10 years, some for over 20, is that our services are not important. Granted, no one wants to consider what the campus would look like without janitors, but why are their services deemed worthy of a raise when the people in the classrooms who actually instruct our students are not? Other employee raises are based on an employment date that never applies to semester to semester contracts. Under this system the University always benefits. Raises are also based on performance.

Temporary faculty are held to very high standard and are required to be evaluated annually by their departments. Lecturers should be rewarded for quality work just as any employee. Simply because our contracts run semester to semester does not justify low pay with no raises.

As mentioned in previous reports, many of us are dealing with the most vulnerable of our students. We are the face of the University to many of our freshmen, whom we work so hard to retain. Yet, our services are not recognized as worthy of a raise in pay and haven’t been for several years.

With the administration’s stated desire to limit our employment to ISU alone, it would seem that it is time to raise our salaries so we don’t have to work 14 hours per day in other jobs just trying to make ends meet. It is time to treat temporary faculty with the same respect as every other employee on campus.

6) Approval of the Minutes of September 19, 2013: N. Hopkins, E. Hampton; Vote 29-0-0

7) Fifteen Minute Open Discussion

- a) E. Hampton: Regarding the potential raises for temporary lecturers: will there be something in the budget for that? Will departments receive more money?
 - i) R. Williams: The raises don’t come out of departmental budgets. They will be given a budget for instructors but the raises are not part of that.
- b) N. Hopkins: I know I have asked about the line requests every year, but I’ll ask again.
 - i) R. Williams: We have asked for additional information. We need to be around 550 FTE to maintain two percent increases annually. We are trying to identify whether to approve these searches to make sure we are not going over budget. Once I have all the information we will move forward and find out how many lines to implement this year.
 - ii) N. Hopkins: I realize that, but with some departments if you wait too long it’s like saying ‘no.’
 - iii) R. Williams: Again, once we have the information we will make a decision. We will collect the information for next year starting in May. Once we have the data we can move forward.
- c) A. Morales: I wanted to follow up on something from last time. There was a discussion about limiting Part-Time Faculty to nine hours, and they would be disallowed to teach at other institutions? I have been asked for clarification in my department.

- i) D. Bradley: Basically we have discussions going on but there is a limit to how much anybody should be teaching. If they are teaching elsewhere, how much are they teaching altogether? I think there will be some investigation moving forward as to how much they are teaching elsewhere. There is no magic number.
 - ii) R. Guell: Last year there was a suggested FAC change to Section 503 that regulates outside employment; Steve asked if I would take a crack at it so as to deal with the concerns the President has just expressed as well as deal with issues J. Maynard had asked us to address. I wrote up a draft that wraps all of these issues and it is now in the possession of the Faculty Affairs Committee. Anyone should route concerns or comments through D. Hantzis or T. Hawkins.
- d) N. Hopkins: I have a question for J. Powers. You missed an interesting discussion about retention and graduation and trying to come up with benchmarks.
- i) J. Powers: I assure you I enjoyed it vicariously through the notes.
 - ii) N. Hopkins: What kind of benchmarks do you have through what you're doing?
 - iii) J. Powers: I have been asked to formulate some goals. I'm focused on our Strategic Plan and goals for 2017; not only the retention but the completion agenda for the campus—helping students work efficiently, supporting good teaching, etc.
 - iv) N. Hopkins: You didn't answer my question. I'm wondering about the mix of programs you have for your office that you are offering to faculty, students, whatever. How are you judging that they are successful?
 - v) J. Powers: In January our coaching program will produce data to examine. Was there a program you were thinking of?
 - vi) N. Hopkins: A lot of them are focused on helping faculty in the classroom. I'm not saying it's bad but is it where our problem lies in regards to graduation and retention? Are there other issues causing students to not be successful?
 - vii) J. Powers: It's difficult to isolate things in an experimental kind of way. There is a Student Success conference next week; we will examine data from events such as that, as well as other processes.
 - viii) D. Bradley: I think what we've done in the Strategic Plan is we've looked at ethnicity, socioeconomic class, etc. We have not looked at the data from a programmatic intervention model. The inside track is perfect. For example, when you talk about residence hall students versus students who don't live in a residence hall, seeing what residence halls do is difficult to pin down because we don't know what happens with those that don't. The number of those who don't live in the residence halls is too small to make the comparison. I agree we should have specific goals for each type of intervention but we have not done that in the past.
- 8) Motion to Approve the College of Technology Constitution: D. Malooley, V. Sheets; Vote 29-0-0**
- 9) Motion to Approve the College of Nursing, Health, and Human Services: B. Kilp, E. Strigas; Vote 29-0-0**
- 10) Motion to Approve a Revision of Graduate Faculty Status: N. Hopkins, B. Kilp; Vote 29-0-0**
- a) J. Gatrell: We have wrestled with Graduate Faculty status a number of times. This is consistent with Handbook change. We have regular, multi-year, and one-year appointments. The only difference is language. Regular faculty refers to all terminal degree faculty. We have also abandoned the term Special Purpose Faculty. All in all it's the same policy; the standard remains the same. This will make a difference in graduate student success.

- i) N. Hopkins: There's a clause in there that says that faculty appointed prior to 2007 must apply for graduate faculty no later than 2010. It's late for that.
 - ii) J. Gatrell: There are some who still haven't. We have had a few faculty who did not have a terminal degree; most of them are no longer with us. The Graduate Council left that language in there to alleviate confusion for those still hired under the old system.
 - iii) N. Hopkins: I currently do not have graduate faculty status. I don't see anything here that would give me status.
 - iv) J. Gatrell: That is correct. That is intentional relative to the standard in 2008.
 - v) R. Guell: So she would be term-limited rather than new status?
 - vi) R. Peters: "At the time of appointment all faculty with a terminal degree..." Shouldn't that say, "All *regular* faculty?"
 - vii) J. Gatrell: That's what we mean.
 - viii) R. Guell: We need the modifier "regular."
 - ix) S. Lamb: So modified without objection.
- 11) Quality of Life Survey, University Community: Lindsey Eberman
- a) N. Hopkins: What is the point to bring her here?
 - i) S. Lamb: That was my call.
 - ii) R. Guell: Everyone should have received the email, perhaps in your junk email, Monday or Tuesday. Part of the Strategic Plan, Goal Six, is that we would use an outside agent to survey our opinion as faculty. EAP and support staff have a similar one. Please fill it out.
 - iii) M. Miller: I took it and it was okay. It didn't take me 25 minutes because it did not take into consideration library faculty so I skipped over the questions about teaching.

Motion to Adjourn 4:10 pm.

Motion in Response to the Charge to Review recently revised Constitutions of the **Colleges of Technology and Nursing, Health, and Human Services** and **the Library**.

The Faculty Affairs Committee reports the following findings from our review of recently revised constitutions approved by the faculties of the College of Nursing, Health, and Human Services (7-0-0), the College of Technology (7-0-0), and the Library (6-0-1). *Note: FAC voted to approve individual reviews of each of the college constitutions at prior meetings and voted final approval of the statement of review at our March 27th meeting (5-0-0).*

In its review of the revisions in each of the three College constitutions submitted, FAC attempted to identify provisions that may be contrary to the University Constitution or those that might raise other concerns.

College of Technology Faculty Constitution

1. FAC noted that the constitution revisions create committees that appear to conflict with the college faculty affairs committee (section III Faculty Affairs Committee). Prior committee language is left intact creating duplicate functions and restricted functions (246.7.2.2)
2. FAC recommends a review by the college of the committee organization, including Faculty Affairs and College Personnel Committee
3. FAC noted that the College constitution dictates membership of departmental committees; while not a violation of university rules, FAC considered that, normally, college governing documents do not manage department committee composition.
4. FAC recommends that each measure in the constitution that limits voting rights be reviewed to ensure compliance with the recently adopted allocation of voting rights.
██████████ FAC recommends explication of the process of submitting ballots (is this delineated in a separate guideline document?) ref. 245.1.7.3 *Ballots shall be returned to the Secretary within five working days of the date on which they were delivered. Ballots shall be counted, or the results reported from the Electronic Ballots, and recorded in the presence of the Council within 5 working days of receipt deadline.*
██████████
7. FAC suggests that the timeline associated with grievance procedures (245.6.2.2.3) be reviewed to ensure correct allocation of days for response to grievances (the process as written shifts between 20 and 10 days).
8. FAC is concerned that language specifying actions of members of the personnel committee may be read as mandating a particular vote; provision appears to mandate that members abstain from voting (if absent from discussion held at prior meeting). While members may abstain from casting a vote on meeting minutes or more substantive matters crafted in a prior discussion for which they were not present.

9. *FAC recommends* inclusion of “when possible” in its stipulation of the makeup of committees (Reference: 246.7.1_ Issue #3: There is a Faculty Affairs cttee; III. Faculty Affairs Committee (reference: “There shall be five members elected from the Faculty, two shall hold the rank of Full Professor, two Associate, and a fifth of either rank”))

File 3b

Steve and Bob,

The attached document includes the changes that were presented to the Senate Exec a few weeks ago AS WELL AS the new changes requested by Senate Exec. The old changes are in red and the new changes are in blue.

The items of particular importance for the Senate Exec are on pages 2 and 17.

This document shows all the changes since the last time the whole Faculty Senate voted on the document.

Sincerely,
Randy

Randell Peters, PhD, CSTM

File 4a,

Motion in Response to the Charge to Review recently revised Constitutions of the **Colleges of Technology and Nursing, Health, and Human Services** and **the Library**.

The Faculty Affairs Committee reports the following findings from our review of recently revised constitutions approved by the faculties of the College of Nursing, Health, and Human Services (7-0-0), the College of Technology (7-0-0), and the Library (6-0-1). *Note: FAC voted to approve individual reviews of each of the college constitutions at prior meetings and voted final approval of the statement of review at our March 27th meeting (5-0-0).*

In its review of the revisions in each of the three College constitutions submitted, FAC attempted to identify provisions that may be contrary to the University Constitution or those that might raise other concerns.

College of Nursing, Health and Human Services Faculty Constitution

1. Section 1. Definition of the Faculty Council excludes Lecturers; University constitution includes all those holding academic rank as members of the faculty; CNHHS constitution should include Lecturer as member of the Faculty; recognition as faculty does not extend voting rights to Lecturers. Reference--
 - A. *All appointees with academic rank Instructor, Assistant Professor, Associate Professor, and Professor shall constitute the faculty of the College of Nursing, Health, and Human Services.*
2. Use of terms: *Speaking seat/ex-officio*. FAC recommends that the College clarify the use of these terms in allocating positions; according to parliamentary procedure, speaking seats and ex officio members are nearly identical, but shifting between them generates confusion.
3. Role of chair. It appears that department chairs are designated ex officio members and are allowed to be elected to membership (representing their departments); FAC suggests that department chairs are charged with representing their departments and rightly serve ex officio to the Council, but a full-time faculty member should represent the faculty of the department; if the chair is elected to that role, the department has, in effect, no chair representing it.
4. Definition of faculty fellow. FAC recommends clarifying the definition of a faculty fellow in accordance with the University Handbook and to ensure the status of a faculty fellow in governance. Faculty Fellows are assigned speaking seats in the Council; can they be elected to represent their departments? How does the nature of the fellowship impact their status?
5. Functions of the Executive Committee. FAC suggests the section be reviewed to ensure clarity and correspondence to the description of the Executive Committee of the Senate.
6. Quorum language. FAC recommends a review of the language to ensure clarity in application of voting quorum; revised language suggests half of the voting membership as standard instead of half of the votes cast by voting members present.

7. Document should be proofread; Faculty is used as a plural and singular noun, occasional errors in typing, tense, etc.
8. FAC recommends revision in the reference to “merit pay” in the document; merit pay is not an active form of compensation; the Faculty Performance Model may offer a more current reference

File 4b

Approved by Faculty Senate: 26-0-0 [3/26/09]

Approved by Faculty Senate Executive Committee: 8-0-0 [3-17-09]

Approved by Faculty Affairs Committee, Faculty Senate: 5-0-0 [2-12-09](4 members absent) Approved by College Faculty: 39-0-0 [11-10-08] (15 faculty absent)

Approved by College Executive Committee: 10-0-0 [10-28-08] (one member absent) Approved by Governance Committee: 5-0-0 [10-20-08] (one member absent)

Revision Approved by Ad Hoc Constitution and Structure Committee: 7-0-0 [8-3-12]

Revision Approved by CNHHS Faculty Council Executive Committee: 6-0-0 [8-31-12]

Revision Approved by CNHHS Faculty: 51-3-3 [9-7-12]

Revision Approved by CNHHS Faculty: 48-1-5 [9-13-13]

Revision Approved by Faculty Affairs Committee, Faculty Senate:

Revision Approved by Faculty Senate Executive Committee:

Revision Approved by Faculty Senate:

INDIANA STATE UNIVERSITY COLLEGE OF NURSING, HEALTH, AND HUMAN SERVICES CONSTITUTION

PREAMBLE

The purpose of these statutes is to establish the role the faculty in the College of Nursing, Health, and Human Services (hereafter referred to as the College) shall have in developing the goals and educational philosophy of the College and in formulating and implementing the policies of the College.

ARTICLE I THE FACULTY OF THE COLLEGE

Section 1 Definition of the Faculty Council

- B. All appointees with academic rank Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor shall constitute the faculty of the College of Nursing, Health, and Human Services.
- C. All tenured, tenure-track, and multi-year contract faculty appointed to a department within the College shall constitute the voting faculty of the College.
- D. Part time temporary faculty, full-time temporary faculty, emeriti faculty, administrators, professional staff, staff representatives, and student representatives shall be ex-officio members.
- E. The Dean, Associate Dean(s), and Executive Director of Nursing are not eligible to be appointed or elected to serve as a representative from any department to the Executive Committee or any of the standing committees. They will be ex officio members.
- F. Chairpersons are not eligible to be appointed or elected to serve as the department representative on the Executive Committee or any of the standing committees, but will be ex-officio members, except for the Faculty Affairs Committee.
- G. Fellows may be appointed by the Dean for special assignments. Fellows are eligible to be appointed or elected to serve as the department representatives on the Executive Committee or any of the standing committees unless they occupy a position determined by the Faculty Council to have administrative status equal or superior to that of Assistant Dean.

ARTICLE II AUTHORITY

Section 1 Source of Authority

The authority of the Faculty Council to participate in the governance of the College shall be within the limitations of the statutes and by-laws of the faculty of Indiana State University.

Section 2 Legislative Authority

- A. The legislative authority of the College faculty will be exercised by the Faculty Council and by the committees of that body.
- B. The College shall be autonomous in matters of internal governance, subject to the provisions of the statutes and by-laws of the faculty of Indiana State University.
- C. Each department of the College shall be autonomous in matters of internal department governance, subject to the limitations of the statutes and bylaws of the faculty at Indiana State University and the statutes and bylaws of the College.

Section 3 Primary Authority

The Faculty Council shall have authority to formulate policy governing:

- A. The curriculum of the College.
- B. The facilitation of teaching, research, and service.
- C. The structure of the College related to academic matters.
- D. Standards for admission, retention, progression, graduation, and dismissal of students.
- E. Requirements for the granting of academic degrees.
- F. Aspects of student life directly related to the academic process.
- G. Faculty conduct and discipline.
- H. Faculty appointment, retention, tenure, and promotion.
- I. Protection for freedom of expression and academic freedom.
- J. Faculty and student grievance procedures.

Section 4 Advisory Authority

The Faculty Council, consistent with University advisory practices, shall have the prerogative to advise those responsible for making decisions regarding:

- A. Selection and removal of the principal administrative officers having college-wide, and/or department-wide responsibilities as well as the creation or abolition of such offices.
- B. College and/or department budgets.
- C. Faculty benefits including salaries, insurance, retirement, and leaves.
- D. College and/or department research or service obligations to public or private agencies.
- E. Student conduct and discipline related to academic performance and professional ethics.
- F. Physical facilities and program support services.

To permit the exercise of the Faculty's advisory prerogative, it is necessary that the Faculty Council shall be apprised in advance of significant prospective actions by the administration.

ARTICLE III ORGANIZATION OF FACULTY GOVERNMENT

Section 1 Means of Exercising Authority

The authority of the College faculty will normally be exercised by the Faculty Council and by the committees of that body.

Section 2 Officers

The officers of the Faculty Council (will be the same as the officers of the Executive Committee) shall be Chairperson, Vice-Chairperson, and Secretary. Officers will serve for a one year renewable term.

Section 3 Meetings

- A. The Faculty Council shall meet once each semester. Additional meetings may be scheduled at the request of the Faculty Council Chairperson or at the request of 10% of the voting faculty of the College.
- B. Meetings are open to all members of the faculty, administration, administrative/professional staff, and students (except executive sessions).
- C. A quorum will be more than half of the voting membership of the Faculty Council
- D. The agenda shall be prepared by the Faculty Council Chairperson and made available with pertinent documents at least five working days in advance of a meeting. The Faculty Council secretary shall post minutes to all Faculty Council members within ten working days.
- E. A motion before the Faculty Council is passed when approved by a majority of those present and voting.
- F. Amendments or changes in the by-laws of these statutes require a two-thirds majority of the faculty.

Section 4 Executive Committee

- A. Purpose:
The purpose of the committee is to exercise the powers and authority of the Faculty Council.

- B. Membership:

The Executive Committee shall consist of one elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, are eligible to serve on the Executive Committee.

Members of the Executive Committee may not simultaneously serve on the University Faculty Senate Executive Committee during any portion of the academic year.

The Executive Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

- C. Officers:

The Executive Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

D. Term of Office:

Members shall serve a three-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve one year renewable terms starting at the beginning of the academic year and ending at the close of the last summer session.

E. Ex-Officio members:

The following will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

Meetings shall be called at least nine times during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except executive sessions).

G. Quorum:

A quorum will be more than half of the voting membership of the committee.

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents at least five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Executive Committee is passed when approved by a majority of those present and voting.

A. Authority:

The authority of the Executive Committee includes:

- i. Acting in the name of the Faculty Council in those matters delegated by the Faculty Council.
- ii. Initiating legislation within the jurisdiction of the Faculty Council.
- iii. Investigating and making recommendations on matters referred or delegated to the committee.
- iv. Keeping apprised of University administrative policies and procedures to fulfill the

advisory functions of the College faculty in:

- a. Selecting and removing principle administrative officers.
- b. Creating or abolishing administrative offices.
- v. Creating special committees to investigate and make recommendations on any matters falling under the primary or advisory authority of the Faculty Council. Special committees will be for pre-determined periods.
- vi. Filling vacancies on all standing committees.
- vii. Assigning each standing committee specific tasks consistent with the functions of the committee.
- viii. Reviewing and revising the College handbook in collaboration with designated administrator's office.
- ix. Considering recommendations from standing and special committees.
- x. Recommendations passed by Executive Committee shall become policy two weeks following publication of minutes, unless:
 - a. University action is required or
 - b. A written request for delay is sent to the Executive Committee Chairperson by a Faculty Council member or the Dean.Once a written request for delay is received, a meeting of Faculty Council will be scheduled within ten working days and the issue will be placed on the agenda.

B. Functions:

The following are the functions of the Executive Committee:

- i. Review the mission, vision, and value statements of the College and Departments and make recommendations to the Faculty Council.
- ii. Review the strategic plan and make recommendations to the Faculty Council.
- iii. Call meetings of the Faculty Council at least twice a year, once each semester.
- iv. Review and approve new program proposals within the College.
- v. Review and approve the college's standing committee operating policies and procedures.
- vi. Review and approve new and revised department statutes and bylaws, handbooks, and promotion and tenure documents.
- vii. Review and approve revised department mission, vision, and value statements.
- viii. Review and approve faculty and student grievance procedures.
- ix. Submit an annual report to the Faculty Council.

ARTICLE IV COMMITTEES OF THE FACULTY COUNCIL

The standing committees are the first level for conducting the legislative and advisory business of the Faculty Council. They are directly responsible to the Executive Committee of the Faculty Council.

Section 1 Assessment Committee (AC)

A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to program and activity assessment.

B. Membership:

The Assessment Committee shall consist of one appointed or elected tenured, tenure-track, or

multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Assessment Committee.

The Assessment Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

C. Officers:

The Assessment Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

E. Ex-officio members:

The following members will be ex-officio members:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Program Assessment Coordinators
- vii. Fellow(s)
- viii. Student(s)

F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except for executive sessions).

G. Quorum:

A quorum will be more than half of the voting membership of the committee.

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions:

The following are the functions of the Assessment Committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Communicate expectations for assessment.
- iii. Develop methods and opportunities for sharing expertise and assessment exemplars.
- iv. Review policies and procedures governing undergraduate and graduate assessment and make recommendations to the Executive Committee.
- v. Monitor the implementation of undergraduate and graduate program and activity assessment plans.
- vi. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate.
- vii. Appoint subcommittees as needed.
- viii. Submit an annual report to the Executive Committee.

Section 2 Curriculum and Academic Affairs Committee (CAAC)

A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to College courses, curricula activities, and resources which are primarily academic in nature.

B. Membership:

The Curriculum and Academic Affairs Committee shall consist of one appointed or elected tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Curriculum and Academic Affairs Committee.

One undergraduate and one graduate student will be ex-officio members. The Committee will solicit students from the departments. The Committee will appoint student representatives.

The Curriculum and Academic Affairs Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

C. Officers:

The Curriculum and Academic Affairs Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

E. Ex-officio members:

The following members will be ex-officio:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Students(s)

F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except for executive sessions).

G. Quorum:

A quorum will be more than half of the voting membership of the committee.

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions:

The following are the functions of the Curriculum and Academic Affairs committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Review policies and procedures governing undergraduate and graduate curricula and make recommendations to the Executive Committee.
- iii. Review requirements for all undergraduate and graduate degrees and certificates and make recommendations to the Executive Committee.
- iv. Make recommendations to the Executive Committee regarding:
 - a. New curricula.
 - b. Extensive revision of existing curricula.
 - c. Changes in requirements for all academic programs.
- v. Collaborate with appropriate College personnel regarding:
 - a. Development and use of physical facilities.
 - b. Selection and use of clinical facilities.
 - c. Resources vital to effective teaching.
- vi. Review the philosophy and objectives of the College and programs and recommend revisions, as appropriate.
- vii. Review individual courses for congruence with the College philosophy and program

- objectives.
- viii. Recommend the establishment, abolishment, merger, or subdivision of schools/departments and other academic units of the College.
- ix. Appoint subcommittees as needed.
- x. Submit an annual report to the Executive Committee.

Section 3 Faculty Affairs Committee (FAC)

A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the faculty of the College.

B. Membership:

The Faculty Affairs Committee shall consist of one elected tenured faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Faculty Affairs Committee.

The Faculty Affairs Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

C. Officers:

The Faculty Affairs Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

E. Ex-officio members:

The following members will be ex-officio:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Fellow(s)
- vi. Student(s)

F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration administrative/professional staff, and students (except for executive sessions).

G. Quorum:

A quorum will be more than half of the voting membership of the committee.

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions

The following are the functions of the Faculty Affairs Committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.
- ii. Formulate and recommend policies and procedures pertaining to the College faculty including:
 - a. Appointment, retention, tenure, promotion, faculty performance pay (salary), workload, and leaves.
 - b. Facilitation of teaching, research, and service.
- iii. Recommend applicants for tenure, promotion, leaves, and retention.
- iv. Promote fulfillment of faculty obligations and standards of excellence regarding teaching, research, service, professional ethics, and professional growth and development.
- v. Advocate for faculty rights regarding leaves of absence, retirement, travel and meetings, academic freedom, workload, and working environment.
- vi. Appoint subcommittees as needed.
- vii. Submit an annual report to the Executive Committee.

Section 4: Student Affairs Committee (SAC)

A. Purpose:

The purpose of the committee is to formulate, implement, evaluate, and/or recommend policies and procedures pertaining to the students in the College.

B. Membership:

The Student Affairs Committee shall consist of one appointed or elected one tenured, tenure-track, or multi-year contract faculty representative from each department. Faculty teaching distance education, not physically on campus, is eligible to serve on the Student Affairs Committee.

One undergraduate and one graduate student from each department will be ex-officio members.

The Student Affairs Committee will be established each April for the ensuing year.

Members on leave shall be replaced by their respective department for the semester on leave.

C. Officers:

The Student Affairs Committee shall annually elect from its membership a Chairperson, Vice-Chairperson, and Secretary.

D. Term of Office:

Members shall serve for a two-year renewable staggered term starting at the beginning of the academic year and ending at the close of the last summer session.

Officers will serve a one-year renewable term starting at the beginning of the academic year and ending at the close of the last summer session.

E. Ex-officio members

The following members will be ex-officio:

- i. Dean
- ii. Associate Dean for Academics
- iii. Associate Dean for Student Services
- iv. Executive Director of Nursing
- v. Department Chairpersons
- vi. Fellow(s)
- vii. Student(s)

F. Meetings:

Meetings shall be called regularly during the academic year. Meetings will be called by the Chairperson or the Vice-Chairperson in the absence of the Chairperson. Meetings are open to members of the faculty, administration, administrative/professional staff, and students (except executive sessions).

G. Quorum:

A quorum will be more than half of the voting membership of the committee.

H. Agenda and Minutes:

The agenda shall be compiled by the committee Chairperson and made available with pertinent documents five days in advance of a meeting. The committee Secretary shall post minutes to all Faculty Council members within ten working days.

I. Majority:

A motion before the Faculty Council is passed when approved by a majority of those present and voting.

J. Functions:

The following are the functions of the Student Affairs Committee:

- i. Review the mission, vision, and value statements and make recommendations to the Executive Committee.

- ii. Review the department policies regarding undergraduate and graduate students including, but not limited to:
 - a. Admission, progression, retention, graduation, and dismissal.
 - b. Scholarships, honors, and awards.
 - c. Academic and developmental advising.
 - d. Non-curricular, program-related areas and activities.
- iii. Hear and act upon petitions pertaining to student policies.
- iv. Review and revise the College student handbook in collaboration with the department chairpersons.
- v. Appoint subcommittees as needed.
- vi. Submit an annual report to the Executive Committee.

File 5a

From: Jay Gatrell
Sent: Tuesday, September 17, 2013 3:24 PM
To: Steven Lamb
Cc: Christopher Olsen; Rusty Gonser; Robert Guell
Subject: ACTION ITEM: **Graduate Faculty Language Alignment**

Chairperson Lamb,

Please find the attached action item for the Senate Executive committee. As the language represents a change in handbook language, the policy needs approval by the full senate and BOT. The revision is the result of the handbook change relative to the definition of “regular faculty” at ISU.

If you have any questions, please feel free to contact me.

Jay

Jay D. Gatrell, Ph.D.
Dean of Research & Graduate Education
College of Graduate & Professional Studies
Editor, Applied Geography

File 5b

Indiana State University

FACULTY AND ACADEMIC POLICIES

GRADUATE FACULTY MEMBERSHIP

Graduate Faculty

The graduate faculty have the responsibility of guiding the university's mission at the graduate level, establishing the policies and procedures of graduate studies, and fostering the development and maintenance of high quality graduate education.

Regular Graduate Faculty

At the time of appointment (effective for all faculty appointed Fall 2007 or after) all faculty with terminal degrees will be granted graduate faculty membership. Current (as of Summer 2007) associate and regular members of the graduate faculty will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees. Faculty appointed prior to Fall 2007 who are not members of the graduate faculty must apply no later than January 2010 using the standards in place prior to Fall 2007.

The initial appointment will qualify the faculty member to teach graduate classes, to serve on thesis/dissertation committees and to serve on the Graduate Council and the subcommittees of the Council. Review of graduate faculty membership may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

An endorsement to chair theses/dissertations is granted separately from graduate faculty status by a vote of a departmental committee, approval of the department chairperson, college dean, and the Dean of the College of Graduate and Professional Studies. To qualify for the endorsement to chair thesis/dissertation committees graduate faculty members must work with a graduate mentor appointed by their department, serve on thesis/dissertation committees, and complete a graduate faculty workshop sponsored by the Graduate Council to develop knowledge of the thesis/dissertation process at ISU. Review of the endorsement to chair theses/dissertations may occur at the request of the department chair, college dean, or Dean of the College of Graduate and Professional Studies and will be conducted by the Graduate Faculty Subcommittee of the Graduate Council.

Emeritus Graduate Faculty

Faculty who are a regular member of the graduate faculty at the time of retirement will be granted Emeriti Graduate Faculty membership and have the rights and privileges of regular graduate faculty thereafter.

Term-limited Graduate Faculty

An individual may be appointed for a limited period as a member of the graduate faculty. This faculty member must be at least one of the following:

1. Tenure-line faculty with an earned doctorate or other terminal degree in the field of specialization, or a tenure-line faculty who has an earned master's degree and has distinguished themselves in teaching, research, and/or service, but do not meet the requirements for Graduate Faculty membership; or
2. Regular with all but dissertation completed who are actively working toward a doctorate; or
3. Lecturers at Indiana State University who have expertise for a specified graduate course or graduate thesis or dissertation committee; or
4. Professionals who are not tenure-line faculty at Indiana State University, but have expertise for specified graduate courses, or graduate committees.

A term-limited graduate faculty member may teach graduate courses, supervise practicums/clinicals, and may serve on thesis/dissertation committees. A term-limited graduate faculty member will not be granted the endorsement to chair theses/dissertations.

The appointment is usually for the lesser of five years or the term requested, with the exception for Ph.D. dissertation committees. Reappointment is unlimited, but the duties are limited to those described in the application packet at the time of appointment.

Ex-Officio Graduate Faculty

Ex-officio graduate faculty membership may be granted to university administrators who do not hold faculty rank. The membership qualifies the administrator to teach graduate courses and to serve on and direct graduate committees. Ex-officio graduate faculty will maintain the title without need for reapplication as long as the person maintains the administrative position. All university administrators appointed prior to Fall 2007, who have a tenure-track faculty position and ex-officio graduate faculty membership will automatically become members of the graduate faculty with the endorsement to chair thesis and/or doctoral committees.

Appeal Procedure

In cases where an appeal is to be made the Graduate Council of the University Faculty Senate is the body to which the appeal should be directed.

Approved by the Graduate Council –October 4, 2007

Approved by Faculty Senate – December 13, 2007

Approved by Board of Trustees – May 9, 2009

ISU Handbook section 315 – revised May 1, 2011

Approved by Graduate Council—September 17, 2013

Approved by Faculty Senate—TBD

Approved by Board of Trustees—TBD

File 4a

Dr. Lamb,

I would really appreciate an opportunity to discuss with you, the faculty and staff driven assessment of campus climate. Would you be willing to allow me to speak on behalf of the Strategic Planning Committee (Goal 6, Initiative 1) to Enhance the Quality of Life of Faculty and Staff at the next Faculty Senate Executive Committee meeting? And moreover, to present this information to the Faculty Senate. We have already garnered audiences with each of the Dean's leadership teams, the Provost Advisory Committee, the Diversity Council, and Staff Council. For improved response rate, we need to continue our communication initiative.

Thank you for considering my request.
Lindsey

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“Indiana State University ranks number one nationally for community engagement”
– Washington Monthly 2013 College Guide